

**Horace Mann Academy
8050 South Chappel Avenue
Chicago, Illinois 60617
Tel. 773.535.6640 Fax 773.535.6664**

**Jeffrey Porter
Principal**

**Dawn Richardson
Assistant Principal**

**Sharon Wingfield
Assistant Principal**

Friday, Dec. 4, 2015

Dear Mann Parents:

Making sure that your children have a safe and welcoming environment where they can learn is a top priority for all of us.

I want to thank you all for your patience and cooperation in making yesterday's evacuation as smooth as possible. We are grateful for the quick response from the Fire Department, which evaluated all students and staff who had potential exposure to carbon monoxide. Students were taken to the hospital out of an abundance of caution, and we are pleased to report that all our students and staff are doing well.

During the past 24 hours, we have been working to determine the cause of the leak and implement safeguards to ensure it does not happen again. First and foremost, the Fire Department has certified the building is completely safe to occupy. Additionally, it is important to note that our school is equipped with 13 carbon monoxide detectors - 12 of which were installed in the past month - and the school's detectors worked as intended to alert staff to the presence of carbon monoxide.

Our investigation is still in progress. We have learned that boiler room doors to a fan room were open when they should have been shut, which exasperated the carbon monoxide leak through the building. To ensure this does not happen at Mann or any other school, we will be holding citywide engineer training sessions to reinforce proper protocols. To reduce the potential for human error, we plan to modify or replace boiler room doors to include auto-closing mechanisms. In addition, out of an abundance of caution to ensure the proper functioning of the heating system, we have already replaced the boiler regulators.

For those of you whose children were transported to the hospital, we will work with you to help you understand next steps. The school will file an incident report, which will generate

a claim letter that we will provide to you. We will provide you with additional instructions on how to submit your claim.

Again, we want to assure you that your children's safety will always be our top concern, and we will continue to update you as more information becomes available. Please don't hesitate to reach out if you have questions.

Sincerely,

Principal Porter